



**The Governor's Office of Equal Opportunity is pleased to sponsor:**

**Taking the Necessary Steps to Prevent  
Retaliation within the Workplace**

**Training Provided by  
The Equal Employment Opportunity Commission**

Ms. Berta Echeveste, EEOC Enforcement Supervisor, will conduct the training. The training session will include a two-hour overview on retaliation within the workplace. The workshop is being provided specifically to benefit EEO Administrators and Human Resource personnel within their agencies.

Some topics that will be addressed are:

- What EEO (Civil Rights) laws address retaliation?
- What is retaliation and conversely what is it not?
- What are the responsibilities as employers with regard to retaliation?
- What is the best way to prevent retaliation?
- How to address reports of retaliation?

Workshop Date: October 27, 2010  
Time: 9:00 AM - 11:00 AM

Location: 1700 W. Washington (State Capitol), Executive Tower  
Governor's 2<sup>nd</sup> Floor Conference Room

Registration: Instructions to register through the Arizona Learning Center: (Please register no later than by October 20, 2010).

1. Log on to YES
2. Click on employee training
3. Click on Registration by Category
4. Click on Other Agency Courses
5. Click on course named GOEO
6. Click on session '2'

Click 'yes' when asked if you want to register. A confirmation will be sent to your e-mail.

***The GOEO staff looks forward to assisting you. If you have questions, please call 602-542-3711.***

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting (602) 542-3711. Requests should be made as early as possible to allow time to arrange the accommodation.